



**Public Works
Storm Water Utility**

(1) Program Title: Fiscal Operations

(2) Division/Section: Fiscal

(3) Program Element:

- (a) NFIP**
- (b) TPDES**
- (c) Mandates**

(4) Statement of Purpose:
Assist the Utility Administrator, Operations Division Manager, and Chief Storm Water Engineer in managing a \$25 million annual budget and \$46.8 million capital improvement program.

(5) Description of Actions (Statement of Services):
With assigned staff, insure timely and accurate payment of daily invoices, compile performance measures on current budget, track and recover special project expenses, prepare all necessary documentation for proposed budget, and coordinate with Department Fiscal Operations Manager and outside agencies as required.